

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 576-7109
(916) 263-1406 (FAX)
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TO: CSBG Service Providers

FROM: Leslie Taylor, Manager
Program Development and Technical Support Unit

DATE: February 24, 2011

SUBJECT: 2010 Community Services Block Grant (CSBG) Close-Out Letter

The 2010 Community Services Block Grant (CSBG) Contract with the Department of Community Services and Development (CSD) expired December 31, 2010. Per the contract requirements the Close-Out report is due to CSD By March 31, 2011.

Please submit the current contract reporting forms (listed below) to report expenditures and programmatic close-out data. The close-out forms are located on the CSD website www.csd.ca.gov. See the path below to access the close-out forms on the website.

<http://www.csd.ca.gov/Contractors/CSBG/2010%20Contract.aspx?PageView=Shared>

List of Close-out forms:

- Checklist and Certification of Documents Transmitted CSD 715 (Rev. 2/11)
- Program Income/Interest Earned Expenditure Report CSD 715 C (Rev. 2/11)
- Equipment Inventory Schedule CSD 715 D (Rev. 2/11)

Forward the Close-out Report to CSD at the following address:

Department of Community Services and Development
Post Office Box 1947
Sacramento, CA 95812-1947
Attention: Community Services Division

Should you have any questions concerning the close-out process, please contact your field representative or questions regarding the close out forms contact Leslie Taylor at ltaylor@csd.ca.gov or (916) 576-7192.